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To: Food Stamp Handbook Holders

From: Rick Zynda, Director  
Office of Nutrition Services and Program Integrity (ONSPI)

RE: **FS Handbook Release 02-02**

DATE: April 01, 2002

**EFFECTIVE DATE** Implement the instructions at application, recertifications, and change, or, if you wish, earlier. The following policy additions or changes are **effective 04/01/02**, unless otherwise noted.

**POLICY CHANGES**

Introduction Unit  
Overview, Unearned  
Income paragraph

References to General Relief (GR) were removed from this section on categorical eligibility. Wisconsin no longer administers a GR program. See 01.03.01 below for more details on this policy change.

ABAWDs Logic Flow  
Chapter

This new logic flow chapter was added to instruct staff how to: 1) determine who is an Able Bodied Adult Without Dependents (ABAWD), 2) determine if an ABAWD strike should be imposed, and 3) determine if an ABAWD has exhausted the time-limited benefit eligibility and if they are eligible for a 3-month "grace period." This chapter was added after the Work Participation Unit and before the Sanctions Unit in the Nonfinancial Eligibility Section.

Sanctions Unit Preface

The preface was re-written since questions 14-21 were removed and included in the new ABAWDs chapter.

Earned and Training  
Income Unit Q. 5

A reference to "half-time" was deleted. The earned income of students under 17 is disregarded if they are enrolled in an elementary, high school, technical school, or university. They need not be enrolled at least half-time now.

**Old Policy:** Is s/he a student enrolled at least **1/2 time** in a grade, high, or technical school, or in a college, university or training program?

**New Policy:** Is s/he a student enrolled in a grade, high, or technical school, or in a college, university or training program?

01.03.01, 01.03.02

References to General Relief (GR) were removed from this section on categorical eligibility. Eligibility for, or receipt of, Interim Assistance (IA) or locally administered GR funds does not confer categorical eligibility for these individuals for FS. On CARES screen ANBR, no person should have a "Y" in the "GR" field, even if they are receiving GR or IA. Corrections to ANBR should be made at applications, recertifications, or changes.

**Old Policy:** FS groups in which all members receive SSI and/or GR are categorically eligible.

**New Policy:** FS groups in which all members receive SSI are categorically eligible. Wisconsin no longer administers a General Relief (GR) program. Therefore, GR or Interim Assistance (IA) are not considered in determining categorical or mixed categorical eligibility for individuals.

- 01.03.01 (8) Clarification was added to dotpoint 8. This is not a policy change. One need not necessarily have a CC authorization to be considered receiving this TANF funded assistance. Rather, being found eligible for CC is enough to confer categorical eligibility for the AG. If a CC AG is open in CARES and contains a FS AG member, then the FS AG is cat. eligible.
- 01.07.00 A reference to CARES screen ACPA was given. Also, FS E Assistance Groups were described for clarification. There was no policy change.
- 02.03.00 A Community Based Residential Facility (CBRF) was listed as an example in this section on group living arrangements.
- 02.03.00 The section on RCAC's was clarified. Residents of RCAC's are ineligible unless they are blind or disabled. The services provided to residents is unrelated to FS eligibility.

**Old Policy: Residential Care Apartment Complexes (RCAC):** An RCAC is a place where 5 or more adults reside that consists of independent apartments, each of which has an individual lockable entrance and exit, a kitchen, including a stove, and individual bathroom, sleeping and living areas, **and that provides to a person who resides in the place not more than 28 hours per week of services that are supportive, personal and nursing services. More than 50% of the meals are provided to the resident.** For this reason, residents of an RCAC are ineligible for food stamps.

**New Policy: Residential Care Apartment Complexes (RCAC):** An RCAC is a place where 5 or more adults reside that consists of independent apartments, each of which has an individual lockable entrance and exit, a kitchen, including a stove, an individual bathroom, and sleeping and living areas. **Members of an RCAC are ineligible for FS, unless they are blind or disabled.**

**If an RCAC resident is blind or disabled, treat them as you would a member of a group living arrangement (GLA). They can apply on their own, designate an authorized representative, or use one provided by the facility.**

- 04.01.01, 16.04.04, 16.05.03, 16.07.00.01, 16.08.03, These subsections deal with verification for various topics. They will be kept in place with the current names, but the text will be expanded and moved to appropriate sections in the new appendix chapter 22 Verification. Links will be added from the original sections to the new sections in Ch. 22. The moves are:

04.01.01 Citizenship Verification moves to 22.04.04 Alien Eligibility and Citizenship Verification.

16.04.04 Medical Expenses Verification moves to 22.05.05 Medical Expenses Verification.

16.05.03 Verifying Family Support moves to 22.05.06 Child Support Payments Verification.

16.07.00.01 Verifying Dependent Care moves to 22.05.03 Dependent Care Expenses Verification.

16.08.03 Verifying SUA Heating Expenses moves to 22.05.04 Shelter and Utility Expenses Verification.

- 08.08.00 ABAWD participation requirements were clarified.

**Old Policy:** ABAWDs are a subset of FSET participants, **they must be placed in one of the following activities and are subject to all FSET requirements with the following clarifications:**

**1) ABAWDs are required to work or participate in the work experience component the number of hours equal to their FS Group's monthly FS allotment divided by the federal minimum wage (\$5.15/hour). They cannot be required to complete more than those hours in the work or work experience component.**

**New Policy:** ABAWDs are a subset of FSET participants. In order to meet ABAWD participation requirements, they must:

- 1) Work an average of 20 hours per week in unsubsidized employment,
- 2) Participate in the work experience component the number of hours equal to their FS Group's monthly FS allotment divided by the federal minimum wage (\$5.15/hour). They cannot be required to complete more than those hours in the work or work experience component, ...

- 08.08.02 Example 3 was changed so that the FSET participant is working 27 hours instead of 30 hours to avoid confusion. An FSET mandatory participant may be required to participate up to 120 hours/month. The 30 hour/week example is not wrong, but may cause confusion if workers are dividing 120 hours/4.3 weeks. The participation requirement is a monthly requirement and not a weekly requirement.
- 08.08.02.01 The current subsection 08.08.02.01 "Thirty-Six Month Period" for ABAWDs was renamed 08.08.02.02. A new subsection 08.08.02.01 was added called "ABAWD Good Cause." This new section lists the good cause reasons for when an ABAWD strike may not be imposed.
- 10.01.00 (5) **Old Policy:** A parent who is under court order to provide child support payments, and who is delinquent in making those court-ordered payments will be denied FS unless: ...
- New Policy:** A parent who **is/was** court ordered to pay child support and is delinquent in making those payments will be denied food stamps **regardless of the age of the child and regardless of whether there is a current support order** unless: ...
- 11.04.11 This previously reserved sectioned was renamed "Stocks, Bonds, and Other Investments." In general, these assets are countable unless specifically stated otherwise. This is not a policy change. This section was added because of several recent inquiries on the topic.
- 12.02.35 This section on General Relief (GR) was clarified to explain that although there is no longer a state administered GR program, some agencies administer their own GR or Interim Assistance (IA) program. GR continues to count as unearned income for FS, unless it can be excluded. The subsection was renamed "General Relief or Interim Assistance."
- Old Policy:** Count General Relief (GR), including work relief. Disregard GR vendor payments made to homeless people in transitional or temporary housing (2.2.0).
- New Policy:** Wisconsin no longer administers a General Relief (GR) program. However, some agencies administer their own GR or Interim Assistance (IA) program.
- Count GR payments, including work relief, as income. Disregard GR vendor payments made to homeless people in transitional or temporary housing (2.2.0).
- Do NOT count IA as income. It is considered a loan to be repaid and should not be budgeted as income.
- 12.03.21 This section on student's earned income was changed for clarification. The word "attending" in the first paragraph was replaced with "is enrolled." Also, students are no longer required to be enrolled at least half-time or more.
- Old Policy:** Disregard earned income of any person 17 years or younger, who is a household member under parental control of an adult household member and **attending** elementary or high school **at least half-time**. This includes GED classes, and home schools recognized or supervised by the state or local board of education.
- New Policy:** Disregard earned income of any person 17 years or younger, who is a household member under parental control of an adult household member and is

**enrolled** in an elementary, high school, **technical school, or university**. This includes GED classes, and home schools recognized or supervised by the state or local board of education.

13.05.01.03, 13.05.02.01	These sections on self-employment earnings were updated for clarification. Workers are instructed to include partial months of self-employment as months of business operation when doing calculations.
15.02.05	A reference to AFDC was deleted since this program no longer exists. The second example was deleted since that situation can't occur anymore.
15.03.06.01	Example 3 was added to this section describing how to budget shelter and utility expenses when ineligible aliens are in the food unit. If a FS AG has shelter or utility expenses shared with an alien, but the AG members are paying the whole expense, allow the whole expense.  Example 4 was added to explain how to budget shelter and utilities when only minors are in an AG and where the parents and other siblings are ineligible aliens and not in the AG.
16.05.00	A statement was added to this section on Child Support Deductions.  <b><u>New Policy (added):</u> If child support is paid by a non-custodial parent (NCP) to an individual or agency outside the household for a child that currently resides with the NCP, allow the deduction for the NCP.</b>
Ch. 22.00.00	A new chapter on Verification was added as Ch. 22. The old Ch. 22 Under & Overissuance was renumbered to become Ch. 23. This new Chapter 22 does not contain any policy changes. Information from previous Operations Memos and the Income Maintenance Manual (IMM) are incorporated here. This chapter is intended to be a broad overview of verification requirements for the Food Stamp Program. For detailed verification requirements, users will be referred to the IMM.
Ch. 23.00.00	Ch. 23 Abbreviations was renumbered to become Ch. 25. Also, several new abbreviations were added and explained.

**TYPOS, TECHNICAL,  
OR HYPERTEXT  
LINK CHANGES**

FS Handbook Homepage	The content frame on the right side of the handbook was expanded so more policy text is visible. The DWD header was made into one smaller link and moved to the left of the top header frame.
Introduction Unit Introduction	A link was added to the Introduction Unit Overview.
Introduction Unit Overview	A link was added to the Preface of the Initial Unit in the Nonfinancial Eligibility Section.
Initial Unit Preface	A link was added to the Initial Unit Instructions.
Initial Unit Instructions	A link was added to the Initial Unit Worksheet.
Initial Unit Worksheet	A link was added to the Initial Unit Question 01.
Initial Unit Q. 12	A link was added to the Preface of the Food Unit.
Food Unit Preface	A link was added to the Food Unit Instructions.
Food Unit Instructions	A link was added to the Food Unit Nonfinancial Worksheet.

Food Unit Nonfinancial Worksheet	A link was added to Food Unit Question 01.
Food Unit Q. 02	A link was added to the Individual Unit Preface.
Food Unit Q. 05	A link was added to the Individual Unit Preface.
Food Unit Q. 10	A link was added to the Individual Unit Preface.
Food Unit Q. 19	A link was added to the Individual Unit Preface.
Food Unit Q. 20	A link was added to the Individual Unit Preface.
Food Unit Q. 31	A link was added to the Individual Unit Preface.
Food Unit Q. 32	A link was added to the Individual Unit Preface.
Food Unit Q. 33	A link was added to the Individual Unit Preface.
Food Unit Q. 40	A link was added to the Individual Unit Preface.
Food Unit Q. 42	A link was added to the Individual Unit Preface.
Food Unit Q. 43	A link was added to the Individual Unit Preface.
Individual Unit Preface	A link was added to the Individual Unit Instructions.
Individual Unit Instructions	A link was added to the Individual Unit Worksheet.
Individual Unit Worksheet	A link was added to the Individual Unit Q. 01.
Individual Unit Q. 43	A link was added to the Work Participation Unit Preface.
Work Participation Unit Preface	A link was added to the Work Participation Unit Instructions.
Work Participation Unit Instructions	A link was added to the Work Participation Unit Worksheet.
Work Participation Unit Worksheet	A link was added to the Work Participation Unit Q. 01.
Work Participation Unit Q. 19	A link was added to the ABAWDs Unit Preface.
Sanctions Unit Preface	A link was added to the Sanctions Unit Instructions.
Sanctions Unit Instructions	A link was added to the Sanctions Unit Nonfinancial Worksheet.
Sanctions Unit Nonfinancial Worksheet	A link was added to the Sanctions Unit Q. 01.
Sanctions Unit Q. 5	A typo was fixed. The word "this" was added after "If yes, ..."
Old Sanctions Unit Q. 14- Q. 21	These questions were removed and included as part of the new ABAWDs Logic Flow Chapter.

Sanctions Unit Q. 16	A link was added to the FS Group Unit Preface.
Sanctions Unit Q. 18	A link was added to the FS Group Unit Preface.
Sanctions Unit Q. 19	A link was added to the FS Group Unit Preface.
Old Sanctions Unit Q. 22 - Q. 30	These questions were renumbered since the old questions 14-21 were removed.
FS Group Unit Preface	A link was added to the FS Group Unit Instructions.
FS Group Unit Instructions	A link was added to the FS Group Unit Worksheet.
FS Group Unit Worksheet	A link was added to the FS Group Unit Q. 01.
FS Group Unit Q. 03	A link was added to the Introductory Financial Unit Introduction.
FS Group Unit Q. 04	A link was added to the Introductory Financial Unit Introduction.
FS Group Unit Q. 05	A link was added to the Introductory Financial Unit Introduction.
FS Group Unit Q. 06	A link was added to the Introductory Financial Unit Introduction.
FS Group Unit Q. 09	A link was added to the Introductory Financial Unit Introduction.
FS Group Unit Q. 10	A link was added to the Introductory Financial Unit Introduction.
FS Group Unit Q. 11	A link was added to the Introductory Financial Unit Introduction.
FS Group Unit Q. 12	A link was added to the Introductory Financial Unit Introduction.
Earned and Training Income Unit Q.7	Appendix reference links at the bottom were corrected for 12.03.13 and 12.03.14.
01.01.00	Links were updated to the correct format.
01.02.00	Links were updated to the correct format.
01.02.00.01	Links were updated to the correct format.
01.02.02	Links were updated to the correct format.
01.03.04	Links were updated to the correct format.
01.04.00	Links were updated to the correct format.
01.04.02	Links were updated to the correct format.
01.04.03	Links were updated to the correct format.
01.06.00	A reference to CARES screen ANDI was added.
01.07.00	Links were updated to the correct format.
01.09.01	Links were updated to the correct format.
02.02.00	Links were updated to the correct format.
02.03.00	Links were updated to the correct format.

02.06.00	Links were updated to the correct format.
08.08.02	A reference to the new ABAWD Good Cause reasons was made.
10.01.00	Links were updated to the correct format.
12.03.04	A link to the new verification chapter section on earned income (22.05.01) was added from this section on earned income.
18.01.01, 18.01.02, 18.02.00	The word "monthly" was added to clarify that these income limits listed are per month.
18.06.00	The link to the Coupon Allotment tables was broken when the 02-01 release was made on 02/18/02. It was fixed on 02/20/02. Also, an effective date was added. Future allotment table links will also show an effective date.
Ch 22.00.00	Ch 22 Over & Underissuance was renumbered to become Ch. 23. All links to Ch. 22 in the handbook were changed to Ch. 23. There was no policy change.
22.02.07, 22.02.08	These subsections were deleted in the 99-01 release but the subsequent subsections were not renumbered. The subsection numbers were added back to the handbook here for continuity, but were labeled as "23.02.07 Reserved" and "23.02.08 Reserved." There was no policy change.
23.00.00	Ch. 23 Abbreviations was renumbered to become Ch. 25.
24.01.00	The pdf for the EBT chapter originally had no page numbers when published in the 02-01 release. Page numbers were added at the bottom and the pdf was updated on 02-20-02.